



AUTO TRANSPORTATION (Bus) CERTIFICATE APPLICANT INSTRUCTIONS FOR FILING TARIFF AND TIME SCHEDULE:

Applicants for Auto Transportation (Bus) Certificate Authority: This booklet is designed to assist you in completing the tariff and time schedule that must accompany your application for authority.

Contents: This booklet contains:

- Information about filing a tariff to accompany your application.
- Examples of the type of tariff pages that must be filed.
- Blank forms.

Required documents: All auto transportation tariffs must include:

- A title page.
- Rules pertaining to passenger service.
- Rates for passenger service.
- A time schedule of the times of all stops.
- A mileage chart showing distances between stops (may be combined with time schedule).

Examples: Examples of each item noted above are included in the "Sample Pages" portion of this booklet (Sample Pages Section begins on page 5). Your title page, rate pages and time schedule must include the specific information shown on the examples.

Rules: Sample rules listed are for informational purposes only. Select those that define the operations you will be conducting, add additional rules as appropriate. (Sample rules begin on page 3.)

Accuracy: Please ensure that your tariff is complete and accurately describes your proposed operations. This document is a part of your application file that may affect the decision as to whether you will be granted a certificate. Information contained in the tariff and time schedule may be the subject of questions if your application is set for hearing.

If you are granted a certificate, and your tariff is approved, you cannot charge higher, lower or different rates and charges than are shown in that tariff. Further, may you not provide services that are not listed in your filed tariff and/or time schedule or enforce rules not contained in your tariff. Depending on the authority granted, it may be necessary to amend the tariff that was filed with your application before your final certificate is issued and you may begin to operate.

Compliance with statutes/regulations: State law requires that tariffs contain rates, charges and rules which are non-preferential, nondiscriminatory, reasonable, and sufficient. The Washington Administrative Code (WAC) rules that govern auto transportation tariffs are found in Tariff Circular No. 6

(Chapter 480-149 WAC). You may request a copy of this publication or review the copy posted on our internet page (www.utc.wa.gov).

Questions/assistance required: Contact the Tariff Section at (360) 664-1298.

All pages in a bus tariff must show:

1. **The company name** -- the name shown on each tariff page must match exactly the company's registered name as it appears on the certificate issued by the Commission -- d/b/a or registered trade names may be used on the tariff only if they are duly registered with the Commission in accordance with applicable rules.
2. **The tariff number.** Most tariffs accompanying a new application are shown as Tariff No. 1.
3. **The page number.** Note: Pages should be numbered sequentially. If this is your first tariff all pages will be shown as "original" revisions.
4. **The issue and effective dates.** The "issue date" is the date upon which the tariff is filed with the Commission. Commission staff will fill in the "effective date" if your certificate is granted. A copy of the approved tariff will be returned to you.

TITLE PAGE: See sample title page on page 7.

In addition to the general information shown above, the title page contains:

- **Company certificate number:** Note: The line for certificate number may be left blank if the tariff is being filed with an application for authority.
- **Territory served:** The area for the territory must be filled in with territory as applied for. For example: "Between Seattle and Bellingham with stops in Everett and Mt. Vernon."
- **Issued by information:** Complete the "Issued by" portion with the name of the company, address and telephone number of the person responsible for compiling and filing the tariff.

PASSENGER RATE PAGES: See Sample Rate page on page 7.

In addition to the general information: Rate pages must show rates between all scheduled points on the route to be served. If there are any special conditions connected with the rates they should also be shown on the pages.

TIME SCHEDULE: See Sample Time Schedule on page 6.

- Bus tariffs must include a time schedule showing arrival and departure times at each point, and the mileage between all points.

- Time schedule must include the tariff number, page or schedule number, name, address and certificate number of the company.
- Time schedules must have issue and effective dates. See the sample time schedule in the "Sample Pages" portion of this booklet.

SAMPLE PASSENGER SERVICE RULES

In addition to the general information required on all tariff pages, you must clearly and fully describe the rules that will apply to your passenger operations. These rules should include how rates are defined, what your baggage claim limits are, how commuter tickets will be processed (if applicable) and so on. Printed below are samples of the rules that should be included in your tariff. Choose rules from the provided samples that are suitable for your company's operations, or draft rules of your own. List these rules on the pages identified as "passenger rules" pages.

Note: In some instances more than one example of acceptable language is shown below. Choose the one that describes accurately what your policy will be - or use it as a starting point for drafting your own rule. Where blanks are left in the sample rules, you are expected to fill in appropriate language.

SAMPLE RULES:

Adult fares: Published fares are adult fares and apply to passengers who have reached or passed their _____ birthday.

Animals: Generally dogs, cats and other live animals or birds will not be carried. Exception: Service animals traveling with sight or hearing-impaired passengers will be carried free of charge. Service animals will not be permitted to occupy a seat, but must lie or stand at the feet of the passenger.

Animals: Dogs traveling with sight or hearing-impaired passengers will be carried free of charge. The dogs will not be permitted to occupy a seat, but must lie or stand at the feet of the passenger.

Other pets will be transported only when they are housed in pet carriers. The following rates apply for the transportation of pets:

Small carrier (____ inches by ____ inches) --	\$ _____
Medium carrier (____ inches by ____ inches) --	\$ _____
Large carrier (____ inches by ____ inches) --	\$ _____

Children's fares: Children under _____ years of age, when accompanied by an adult passenger, and not occupying a seat, will be carried free of charge. Children under _____ years of age, occupying seats, and children under age _____ will be charged _____ percent of the adult fare, adding sufficient cents to make the fare end in "0" or "5."

Commuter fares: Commuter fare books, to be used with _____ days (months) of the date of sale, will be sold between and of the points listed for _____ percent of the price of a one-way fare.

Intermediate application: Fares to and from intermediate points not shown will be the same as the fare to or from the next more distant station for which fares are named.

Objectionable passengers: This company reserves the right to refuse to transport persons under the influence of drugs or alcohol, or who are incapable of taking care of themselves, or whose conduct or behavior may be objectionable to other passengers. The carrier also reserves the right to refuse carriage of any materials that the carrier considers unsafe and not in the best interest of the passengers.

Round trip fares: Round trip fares will be computed at _____ percent of the price of a one-way fare.

Round trip fares: Except as otherwise provided, round-trip fares will be _____ percent of the one-way fare, adding sufficient cents to make the fare end in "0" or "5."

Schedule maintenance: Carrier will not be liable for delays caused by accidents, breakdowns, bad conditions of roads, snow storms or other conditions beyond the control of the carrier and does not guarantee arrival at, or departure from, any point at any specific time. The time schedules provided are schedules the carrier endeavors to maintain, but does not guarantee to be able to do so at all times due to conditions listed above.

Stopovers: Stopovers will be allowed at any point on the route within the limit of the ticket, upon notice to the agent or bus driver.

Ticket limitation: One-way tickets will be good for _____ months from the date of sale. Round-trip tickets will be good for _____ months (years) from the date of sale.

Ticket redemption: Unused tickets or portions will be redeemed when presented by the owner as follows:

Round-trip within _____ weeks (months/years) of the date of sale.

One-way within _____ days (weeks/months) of the date of sale.

The company will redeem unused portions of tickets by charging the regular fare for the portions used and refunding the balance of the purchase price. The company will redeem commuter tickets by charging the cheapest fare applicable to the purchase price and refunding the balance of the purchase price..

SAMPLE PAGES

TIME SCHEDULE NUMBER 1

Cancels

Time Schedule Number ____

of

Fort Lewis/Sea-Tac Airport Bus Company
Certificate: C-9999
114 Anywhere Road
Steilacoom, Washington 98501

TERRITORY:

From Fort Lewis/McChord Air Force Base to Sea-Tac Airport.

BY THE FOLLOWING ROUTE:

From Fort Lewis Military Base to Sea-Tac International Airport, with intermediate stops at Madigan Hospital and McChord Air Force Base on Interstate 5 and Highway 99.

<u>FROM:</u>	<u>TO:</u>	<u>DEPARTURE TIMES:</u>		
Fort Lewis	Sea-Tac	5:00 a.m.	2:00 p.m.	11:00 p.m.
Madigan	Sea-Tac	5:10 a.m.	2:10 p.m.	11:10 p.m.
McChord	Sea-Tac	5:20 a.m.	2:20 p.m.	11:20 p.m.

ARRIVE AT SEA-TAC	6:00 a.m.	3:00 p.m.	12:00 a.m.
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Mileage:

Fort Lewis to Madigan: 3.9 miles
Madigan to McChord: 6.8 miles
McChord to Sea-Tac 31.0 miles

Issue Date: July 16, 2000

Effective Date: August 20, 2000

Issued by: Bill Jones, President, Fort Lewis/Sea-Tac Airport Bus

TARIFF NO. 1

Cancels

TARIFF NO. _____

of

Company Name: Johnson Bus Company, Inc.

Certificate Number: C-555

For the transportation of passengers in the following territory:

Between Spokane, Washington, and Colville, Washington

Issued by:

Name: James Johnson, President and Chief Operating Officer

Address: 1234 Easy Street

City, State/Zip: Easyville, Washington 99999

Telephone No: (509) 555-5555

Telefacsimile No. (509) 555-5556

Issue Date: July 14, 2001

Effective Date:

(For Official Use Only)

Effective: _____ TC- _____ LSN _____

Order/Other _____ By: _____

RATE SCHEDULE

ADULT FARES IN DOLLARS AND CENTS PER PERSON ONE-WAY EXCEPT AS OTHERWISE INDICATED

And	Between			
	Spokane	Deer Park	Chewelah	Colville
Spokane	----	\$ 3.50	\$ 8.50	\$10.50
Deer Park	\$ 3.50	----	\$ 5.00	\$ 7.00
Chewelah	\$ 8.50	\$ 5.00	----	\$ 3.50
Colville	\$10.50	\$ 7.00	\$ 3.50	----

- Note 1: **Payment:** Payment for fares by cash or credit card only. No personal checks will be accepted.
- Note 2: **Round trip fares:** Except as otherwise provided, round-trip fares will be 80 percent of the one-way fare, adding sufficient cents to make the fare end in "0" or "5."
- Note 3: **Children's fares:** Children under 2 years of age, when accompanied by an adult passenger, and not occupying a seat, will be carried free of charge. Children under 2 years of age, occupying seats, and children under age 12 will be charged 60 percent of the adult fare, adding sufficient cents to make the fare end in "0" or "5."

Issue Date: July 16, 1995
Issued by: Jim Smith, President, Johnson Bus Company

Effective Date:

BLANK TARIFF and TIME SCHEDULE SHEETS

TIME SCHEDULE NUMBER _____

Cancels

Time Schedule Number _____

of

Company Name: _____

Certificate Number: _____

Address: _____

City/State/Zip: _____

TERRITORY:

BY THE FOLLOWING ROUTE:

FROM:

TO:

DEPARTURE TIMES:

MILEAGE:

Issue Date: _____ Effective Date: _____

Issued by: _____
(For Official Use Only)

Effective: _____ TC- _____ LSN _____

Order/Other _____ By: _____

TARIFF NO. _____

Cancels

TARIFF NO. _____

of

Company Name:_____

Certificate Number:_____

For the transportation of passengers in the following territory:

Issued by:

Name:_____

Address:_____

City, State/Zip:_____

Telephone No:_____

Telefacsimile No._____

Issue Date:

Effective Date:

(For Official Use Only)

Effective:_____ TC-_____ LSN_____

Order/Other_____ By:_____

Tariff No. _____ Revised Page No. _____

Company Name: _____

RATE SCHEDULE

And	Between				
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

Issue Date: _____ Effective Date: _____

Issued By: _____
(For Official Use Only)

Effective: _____ TC- _____ LSN _____

Order/Other _____ By: _____

Tariff No. _____ Revised Page No. _____

Company Name: _____

PASSENGER RULES

Issue Date: _____ Effective Date: _____

Issued By: _____

(For Official Use Only)

Effective: _____ TC- _____ LSN _____

Order/Other _____ By: _____

Tariff No. _____ Revised Page No. _____

Company Name:

PASSENGER RULES

Issue Date: _____ Effective Date: _____

Issued By: _____

(For Official Use Only)

Effective: _____ TC- _____ LSN _____

Order/Other _____ By: _____